



Scott Walker, Governor  
Dave Ross, Secretary

## Master Plumber -Restricted Service License

### Your application will not be processed or will be delayed unless you:

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

**Office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** DSPS Trades Credentialing, PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Reason for Credential:** Except as provided under s. 145.06 (4) Stats., and pursuant to s. 145.06, Stats., no person may install plumbing unless the person holds a credential issued by the department as a licensed Master Plumber, licensed Master Plumber-Restricted, licensed Journeyman Plumber, licensed Journeyman Plumber-Restricted, registered Plumbing Apprentice, registered Plumbing Learner-Restricted, registered Utility Contractor or registered Pipe Layer.

**Requirements of Credential:** Pursuant to s. 145.14, Stats., the plumbing activities that may be undertaken by a person who holds a credential as a licensed Master Plumber-Restricted Service, licensed Journeyman Plumber-Restricted Service or a registered Plumbing Learner-Restricted Service shall be limited to the installation or modification of all of the following:

- Privately owned wastewater treatment systems and components under SPS 383.
- Building sewers and private interceptor main sewers under SPS 382.
- Water services and private water mains under SPS 382.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

A person who, as a licensed Master Plumber-Restricted Service, is responsible for an installation or modification of plumbing shall utilize the appropriate credentialed persons to install or modify plumbing. A business engaged in the installation of plumbing that utilizes plumbing learners shall maintain a ratio of at least one Journeyman Plumber or Journeyman Plumber-Restricted for each plumbing learner. For this purpose, a Master Plumber or Master Plumber-Restricted may act as a Journeyman Plumber or Journeyman Plumber-Restricted, respectively.

For any construction or installation that requires a uniform building permit under SPS 320.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in SPS 305 may not commence work until a permit is issued.

**Education Hours Required to Renew:** The renewal of a license as a Master Plumber-Restricted Service shall be contingent upon the Master Plumber-Restricted Service obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential. A person who holds a license as a Master Plumber-Restricted Service may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

## Applying for Master Plumber - Restricted Service License

A person may obtain a credential as a licensed Master Plumber-Restricted Service by one of the following methods:

- Method 1** Completing the necessary hours of experience and taking and passing the Master Plumber-Restricted Service license examination.
- Method 2** A person who held a Wisconsin Master Plumber-Restricted Service license but exchanged it for a Journeyman Plumber-Restricted Service license may, upon application to the department, exchange his or her Journeyman Plumber-Restricted Service license, for a Master Plumber-Restricted Service license. If the exchange is made at the time of renewal a credential fee of \$500 for the Master Plumber-Restricted Service license shall be submitted.

### Are you a Veteran?

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

#### 1. Are you requesting a waiver of your initial credentialing fee under method 1?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

Your application fee of \$20 will be waived now and your credential fee will be waived once you pass the exam. **You must submit \$30 for the exam fee at this time.**

- ☐ No Submit the fees required under method 1 to obtain your credential.

#### 2. Are you requesting a waiver of your initial credentialing fee under method 2 or 3?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_

- ☐ No Submit the fees required under method 2 or 3 to obtain your credential.

#### 3. Are you requesting equivalency of your military training and experience?

- ☐ Yes Provide copies of your service school academic reports, certificates of training, or training documentation signed by your unit's training NCO or any other relevant experience that would satisfy the requirements of method 1. You may attach a personal narrative to further explain why your education / training / experience in the military has helped you prepare for this profession.

- ☐ No Complete the requirements under method 1.

**You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code and/or documents related to your training and experience.**

**Special Processing Note:** If you hold a current license from another state, or under the ordinances of any city, town or village, you must first complete a petition for variance in accord with SPS 305.90(4)(c) and (d). Upon successful completion of the variance process, complete the examination application as specified in Method 1 and provide a copy of the petition approval correspondence.

A petition application and information on the petition process may be obtained by contacting the Safety and Buildings Plan Entry Unit at 608-266-5476. The Application for Credentialing Petition for Variance (form SBD-9890SPS305) can also be found on S&B's WebSite, <http://dsps.wi.gov/sb/docs/SB-FormPetition9890Comm5.doc>

## Method 1 - Experience and Examination

### **Application and Exam Fee (nonrefundable): \$50.00** class code 7630

Make checks payable to: State of WI - DSPS. The fee consists of a \$20 application fee and an exam fee of \$30. When the exam is passed, the applicant will be asked to pay a \$500 credential fee, prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, is effective for four years from March 31.

**Qualifications for Examination:** A person applying for a Master Plumber-Restricted Service license examination shall have at least 1,000 hours of experience per year for at least two years as a Wisconsin licensed Journeyman Plumber-Restricted Service.

If the experience you gained spanned more than 12 months use a separate row for each 12-month period. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1000 hours in the column even if you worked more than 1000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number for work hours performed in plumbing. If the person signing is not the Master Plumber or Master Plumber-Restricted Service who supervised your work, attach an explanation and have the master who is in charge on the premises sign below.

Time Period		Experience Hours	Hours Witnessed by (please print or type)	Signature of Witness	Wisconsin State License Number	Telephone Number of Witness
Began Month/Yr	Ended Month/Yr					

In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover Chapter 145, Wisconsin Statutes; and cSPS 305 and SPS 382-387, Wisconsin Administrative Code; NFPA 13D-2002. The exam is open code book, component manuals, NFPA, and statutes. When there is a change to Wisconsin Administrative Codes, exams will cover the new code one month after the effective date.

Copies of current Wisconsin Administrative Codes and Chapter 145 may be obtained from Document Sales, 608-266-3358 or 800-362-7253. The NFPA standards 13 (2002 edition) may be ordered from the National Fire Protection Association, 800-344-3555.

You will need knowledge of the component manuals for the various POWTS. You may bring these to the exam site. The component manuals are free online: [http://dsps.wi.gov/php/sb-ppalopp/prodcode\\_result.php/POWTSM/POWTS\\_COMPONENT\\_MANUAL](http://dsps.wi.gov/php/sb-ppalopp/prodcode_result.php/POWTSM/POWTS_COMPONENT_MANUAL). They can also be purchased from Document Sales, 608-266-3358 or 800-362-7253. The publication titles and numbers are as follows:

Manuals #	Document Title
SBD-10855-P	Holding Tank Version 2.0
SBD- 10854-P	At-Grade Version 2.0
SBD-10656-P	Split Bed Recirculating Sand Filter System
SBD-10595-P	Single Pass Sand Filter
SBD-10628-P	Recirculating Sand Filter
SBD-10657-P	Drip-Line Effluent Dispersal
SBD-10705-P	In-Ground Soil Absorption
SBD-10691-P	Mound
SBD-10706-P	Pressure Distribution

Additional training materials relating to this credential are available and may also be ordered through Document Sales 608-266-3358 or 800-362-7253. Caution: The manuals are intended to be training guides and may not match the current code.

SBD-8536-P	Cross Connection Control Manual
SBD-8869-P	Drain and Vent System Design
SBD-8036-P	Sizing the Water Supply System

SBD-9138-P	Wisconsin Water Treatment Handbook
SBD-10089-P	Wisconsin POWTS Inspector Handbook
SBD-9046-P	Soil & Site Evaluation Handbook
SBD-10810-P	Multipurpose Piping Systems Design Manual

### To schedule an upcoming exam:

- Indicate **FIRST CHOICE (1)** and **SECOND CHOICE (2)** in the event one exam site is full.
- Submit the **fee and this application to the division at least 30 days in advance of the exam date chosen.**
- Keep a copy of this application for your records. You may only schedule one future exam session at a time for each credential type. Applications sent in for multiple exam sites / times will be denied and a refund will not be issued.
- You will receive a letter from DSPS confirming your upcoming exam. Please check this form over carefully upon receipt so that you know when/where to take your exam.
- If you need special accommodations, please contact us at [DSPSSBCredentialing@wi.gov](mailto:DSPSSBCredentialing@wi.gov)

Select one\*: AM (Starts at 8 a.m.) ☐ or PM (Starts at 1 p.m.) ☐

\*some plumbing exams have 2 parts so you will be scheduled for both the AM and the PM session when taking both parts

#### Pewaukee – WCTC Education Center, 800 Main St, Pewaukee, WI 53072

2013 October 15 ☐ November 19 ☐ December 18 ☐

2014 January 8 ☐ February 12 ☐ March 12 ☐ April 9 ☐ May 14 ☐ June 11 ☐

July 9 ☐ August 13 ☐ September 10 ☐ October 8 ☐ November 12 ☐ December 10 ☐

#### Eau Claire – The Plaza Hotel & Suites, 1202 W Claremont Ave, Eau Claire, WI 54701

2013 December 3 ☐

2014 February 26 ☐ April 23 ☐ June 25 ☐ August 27 ☐ October 22 ☐

#### Appleton – Fox Valley Technical College, 1825 North Bluemound Dr, Appleton 54914

2013 November 5 ☐

2014 January 22 ☐ March 27 ☐ May 28 ☐ July 23 ☐ September 24 ☐ November 25 ☐

## Method 2 - Possession of a Wisconsin Journeyman Plumber-Restricted Service License which had been Exchanged for a Master Plumber-Restricted Service License

The fee for applying for the credential using Method 3 is as specified in the following table:

Month Application is Mailed	Fee	Month Application is Mailed	Fee	Month Application is Mailed	Fee
January	\$406.25	May	\$489.58	September	\$447.92
February	\$395.83	June	\$479.17	October	\$437.50
March	\$385.42	July	\$468.75	November	\$427.08
April	\$500.00	August	\$458.33	December	\$416.67

Record the amount of the fee you will be sending in the box below:

**Fee Submitted (nonrefundable):** \$  class code 7630

Make checks payable to: State of WI - DSPS. The fee consists of a prorated \$500 credential fee. The credential will be effective for four years from March 31.

**ATTACH** the original of your old Master Plumber-Restricted Service license. You must have completed the necessary hours of continuing education.